



# City of Framingham, MA

Month XX, 2023

## Position Vacancy

RFP #23-048-01

**Position:** Human Resource Generalist

**Department:** Human Resources

**Grade:** M5: \$55,246 - \$60,995

**Schedule:** Monday, Wednesday, Thursday 8:30 a.m. to 5:00 p.m.  
Tuesday 8:30 a.m. to 7:00 p.m.  
Friday 8:30 a.m. – 12:30 p.m.

### **Position Purpose:**

The Human Resource Generalist will support the daily functions of the Human Resource (HR) department including recruiting, posting and promoting open positions, administering leaves of absence, and enforcing company policies and practices.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Recruit and facilitate the hiring of qualified job applicants for open positions; collaborate with department managers to understand skills and competencies required for openings.
2. Conduct or acquire background checks and employee eligibility verifications.
3. Performs routine tasks required to administer and execute human resource programs including but not limited to leaves of absence; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; and training and development.
4. Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
5. Attend and participate in employee disciplinary meetings, terminations.
6. Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
7. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
8. Performs other duties as assigned.

### **Qualifications:**

- Bachelor's Degree required, preferably in Human Resources, Business Administration or a related field
- At least three (3) years of experience in human resources or a related field
- Must have a valid driver's license

*An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may also be considered.*

### **Working Knowledge of The Following:**

- Employment-related laws and regulations

### **The Ability To:**

- Lead, plan, organize and collaborate with others
- Act with integrity, professionalism, and confidentiality
- Communicate effectively and concisely, both in writing and verbally
- Establish and maintain effective working relationships with all city employees and potential employees

- Recognize city-wide priorities and work cooperatively to support their accomplishment
- Prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure
- Learn independently

**Needed Skills:**

- Proficient in the use of MS Office Suite
- Public Speaking
- organization and attention to detail
- Interpersonal, negotiation, and conflict resolution
- Problem Solving
- Proficiency with or the ability to quickly learn HRIS and talent management systems

**Physical and Mental Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times
- Must be able to access and navigate each department at the organization's facilities

**Supervision Required:**

This position reports to and is evaluated by the Director of Human Resources.

**Work Environment:**

Work is performed under typical office conditions; work environment is moderately noisy. Operates standard office equipment and Interacts with other city departments, the general public, and city officials.

(This job description does not constitute an employment agreement between the employer and Employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

*The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.*

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